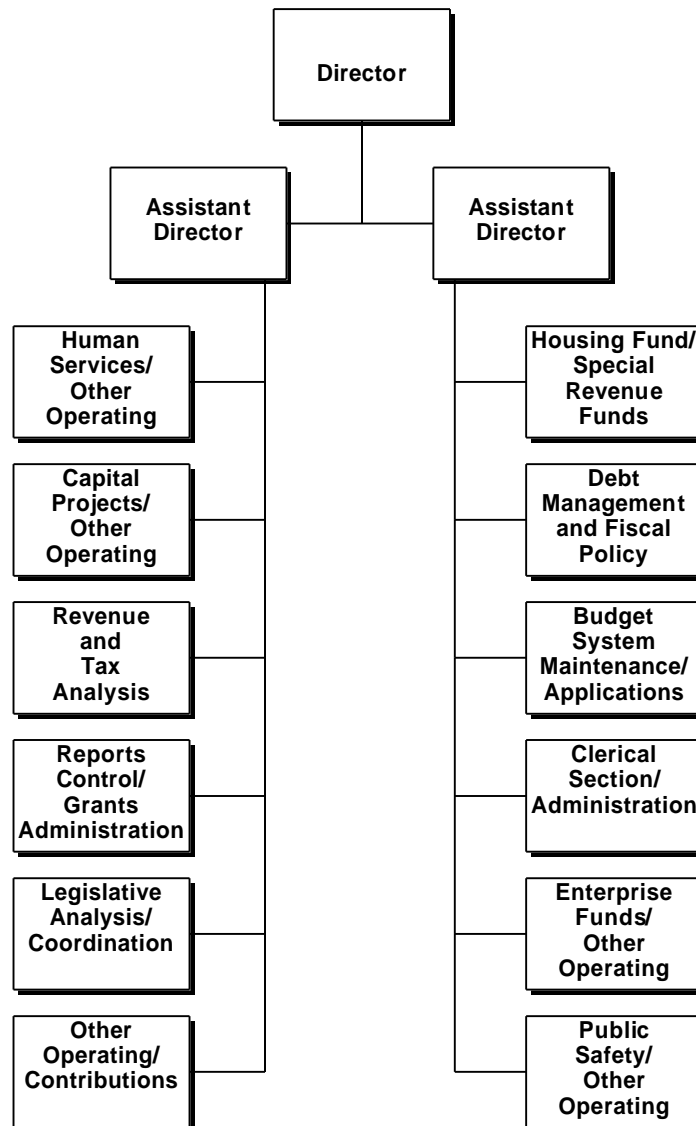


DEPARTMENT OF MANAGEMENT AND BUDGET



DEPARTMENT OF MANAGEMENT AND BUDGET

Agency Position Summary

41 Regular Positions / 41.0 Regular Staff Years

Position Detail Information

ADMINISTRATION

1 Chief Financial Officer
1 Director
1 Management Analyst III
1 Administrative Assistant
4 Positions
4.0 Staff Years

Assistant Director

1 Assistant Director
1 Position
1.0 Staff Year

Capital Projects/Other Operating

1 Budget Analyst IV
1 Budget Analyst III
1 Budget Analyst II
3 Positions
3.0 Staff Years

Revenue & Tax Analysis

1 Budget Analyst IV
1 Budget Analyst III
2 Positions
2.0 Staff Years

Reports Control/Grants

Administration

1 Budget Analyst IV
2 Budget Analysts III
1 Business Analyst III
4 Positions
4.0 Staff Years

Debt Management &

Fiscal Policy

1 Budget Analyst IV
1 Position
1.0 Staff Year

Budget System Maintenance/

Applications

1 Management Analyst IV
1 Programmer Analyst III
1 Network Analyst II
1 Management Analyst III
1 Administrative Assistant
5 Positions
5.0 Staff Years

Clerical Section/Administration

1 Administrative Assistant
2 Secretaries I
3 Positions
3.0 Staff Years

Enterprise Funds/Other Operating

1 Budget Analyst IV
1 Budget Analyst III
2 Budget Analysts II
4 Positions
4.0 Staff Years

Public Safety/Other Operating

1 Budget Analyst IV
1 Budget Analyst III
2 Budget Analysts II
4 Positions
4.0 Staff Years

Assistant Director

1 Assistant Director
1 Position
1.0 Staff Year

Human Services/Other Operating

1 Budget Analyst IV
1 Budget Analyst III
2 Positions
2.0 Staff Years

Housing Fund/Special Revenue Funds

2 Budget Analysts III
1 Budget Analyst II
3 Positions
3.0 Staff Years

Other Operating/Contributions

1 Budget Analyst IV
1 Budget Analyst III
1 Budget Analyst II
3 Positions
3.0 Staff Years

Legislative Analysis/Coordination

1 Budget Analyst IV
1 Position
1.0 Staff Year

DEPARTMENT OF MANAGEMENT AND BUDGET

Agency Mission

To provide financial and analytical consultant services, develop a financial plan, and produce information for Fairfax County agencies, the Board of Supervisors, the County Executive, and citizens, in order to maintain the County's fiscal integrity and accountability, and to support effective decision-making.

Agency Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	41/ 41	41/ 41	41/ 41	41/ 41	41/ 41
Expenditures:					
Personnel Services	\$2,059,514	\$2,616,469	\$2,485,646	\$2,585,397	\$2,611,253
Operating Expenses	358,429	338,229	430,321	422,546	419,245
Capital Equipment	11,836	0	22,000	0	0
Total Expenditures	\$2,429,779	\$2,954,698	\$2,937,967	\$3,007,943	\$3,030,498

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2002 Advertised Budget Plan, as approved by the Board of Supervisors on April 30, 2001:

- The 1.0 percent cost-of-living adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$25,856 to the Department of Management and Budget.
- A net decrease of \$3,301 as part of the \$15.8 million Reductions to County Agencies and Funds approved by the Board of Supervisors. This reduction is a decrease of \$3,301 in professional development training. The net reduction results in a decrease of \$3,301 in Operating Expenses.

The following funding adjustments reflect all approved changes to the FY 2001 Revised Budget Plan from January 1, 2001 through April 23, 2001. Included are all adjustments made as part of the FY 2001 Third Quarter Review:

- Net savings of \$78,494 primarily in Personnel Services are associated with the Close Management Initiatives program. These savings are now available for reinvestment in other County initiatives.

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County Executive Proposed FY 2002 Advertised Budget Plan

Purpose

The Department of Management and Budget (DMB) is primarily noted for its coordination of the County's annual budget process, which includes development of budget guidelines, review of agency requests, presentation of recommendations to the County Executive, preparation of the Advertised Budget Plan, support of deliberations by the Board of Supervisors, and preparation of the Adopted Budget Plan. However, the role of the Department extends beyond budget preparation. In recent years, DMB has been focusing resources in areas such as performance measurement and pay for performance to assist County agencies in providing efficient and effective services, as well as expanding public access to key information to afford Fairfax County residents a better understanding of their County government and the services it offers. In addition, DMB is continually seeking ways to streamline its own processes in order to address the needs of a growing population without adding staff and to provide more time for value-added analysis.

Key Accomplishments

- ◆ Earned the *Distinguished Budget Presentation Award* from the Government Finance Officers Association (GFOA) award, which represents the highest form of recognition by GFOA for governmental budgeting, each year for the past 15 years.
- ◆ Undertook an in-depth review of County budget practices in order to streamline operations by ensuring that technology is fully leveraged and that budget-related procedures add value to the process both in terms of quality and type of data presented to the public and the Board of Supervisors.
- ◆ For the first time, made the annual budget (Volumes I and II as well as the Overview) available on CD-ROM to reduce printing and mailing costs as well as enable the public to search for information more efficiently.
- ◆ Coordinated two bond sales with a total value of \$171.6 million and achieved savings of \$8.48 million compared to the Bond Buyer municipal index.
- ◆ Maintained a Triple A rating from all three bond rating agencies (Standard and Poors, Moody's, and Fitch Investors Service) which resulted in the bond sale savings noted above for FY 2000 and almost \$35 million over the past five fiscal years.
- ◆ Partnered with other County agencies and Fairfax County Public Schools to expand the initiative, "Closest to the People," a program of studies to educate students about how their local government works, what services are offered, how they can become involved in the decision-making process, and the opportunities for making public service a career. Initially developed for the high school level, the program was expanded to middle school students.
- ◆ Hosted two meetings of the Regional Performance Measurement Consortium initiated by DMB in FY 1999 in order to promote an ongoing benchmarking partnership to share information that will lead to best practices and continuous improvement among area jurisdictions.
- ◆ Provided considerable staff support to the Department of Human Resources on the Market Pay and Benefits Study as well as implementation of the Performance Management/Pay for Performance initiative.

FY 2002 Initiatives

- ◆ Maintain the momentum created with the Budget Process Redesign in FY 2001 in order to continue to streamline and add value to the budget process.

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- ◆ Participate fully in the International City/County Management Association's Center for Performance Measurement to compare performance data and practices with other jurisdictions nationwide.
- ◆ Conduct two bond sales to enable the County and Fairfax County Public Schools to finance essential capital projects.
- ◆ Update, validate, and ensure adherence to the 10 Principles of Financial Management to preserve fiscal integrity and maintain the County's Triple A bond rating which results in interest savings on General Obligation Bonds.
- ◆ Continue to identify and implement enhancements both to published documents and information presented on DMB's Internet homepage in order to improve public access.

Performance Measurement Results

The Department of Management and Budget (DMB) continues to achieve considerable accuracy in forecasting expenditures and revenues. The FY 2000 target variance of 2 percent or less was mainly achieved with the variance for expenditures at only 2.06 percent and revenues at 0.89 percent. This indicates very accurate fiscal forecasting and careful budget management. Fairfax County was also awarded the Government Finance Officers Association's Distinguished Budget Presentation Award by meeting rigorous criteria for the budget as a policy document, financial plan, operations guide, and communications device. In addition, use of the DMB Internet home page continues to grow exponentially. As DMB has increased the amount and type of information available to the public, including quarterly budget reviews as well as the annual budget, citizens are accessing this information more frequently. Actual use in FY 2000 exceeded the estimate by 82.7 percent and is expected to continue to increase as public awareness of the website grows.

Funding Adjustments

The following funding adjustments from the FY2001 Revised Budget Plan are necessary to support the FY 2002 program:

- ◆ A net decrease of \$31,072 in Personnel Services primarily due to staff turnover that resulted in the hiring of less experienced employees at lower salaries.
- ◆ An increase of \$44,554 in Operating Expenses primarily due to \$52,902 for both the County's Professional Development initiative, which provides a percentage of Personnel Services expenditures for training and development requirements, and certification and training previously funded in Agency 89, Employee Benefits, which is partially offset by a decrease of \$11,976 for reduced printing and binding charges as a result of making the budget available on CD-ROM and the Internet.

The following funding adjustments reflect all approved changes in the FY2001 Revised Budget Plan since passage of the FY 2001 Adopted Budget Plan. Included are all adjustments made as part of the FY 2000 Carryover Review and all other approved changes through December 31, 2000:

- ◆ As part of the FY 2000 Carryover Review, \$13,049 in Operating Expenses due to encumbered carryover.
- ◆ Unencumbered carryover of \$48,714 associated with unexpended Close Management Initiative (CMI) savings in Operating Expenses.

Objectives

- ◆ To maintain a variance of 2.0 percent or less between estimated and actual revenues and expenditures.
- ◆ To maintain a debt interest savings level of 5.00 percent as compared to the Bond Buyer 20-bond index for each bond sale.

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Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Output:					
Dollar value of budgets reviewed (in billions)	\$2.79	\$3.63	\$3.27 / \$3.27	\$3.58	\$3.83
Bond sales or refinances conducted	2	1	2 / 2	2	2
Dollar value of bond sales/refinances (in millions)	\$136.00	\$293.42	\$196.04 / \$171.60	\$209.44	\$186.76
"Hits" on DMB home page	2,400	2,600	22,766 / 41,582	42,414	43,262
Efficiency:					
Authorized budget analysts per 1,000 population	0.029	0.030	0.027 / 0.027	0.026	0.026
Staff Year Equivalent (SYE) per bond offering statement	0.25	0.25	0.25 / 0.25	0.25	0.25
Service Quality:					
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes / Yes	Yes	Yes
Bond Ratings of AAA/Aaa/AAA ¹	Yes	Yes	Yes / Yes	Yes	Yes
Outcome:					
Percent variance in actual and projected revenues	0.24%	0.10%	2.00% / 0.89%	2.00%	2.00%
Percent variance in actual and projected expenditures	3.14%	1.45%	2.00% / 2.06%	2.00%	2.00%
Interest savings (compared to the Bond Buyer 20-bond municipal index). Note: In some fiscal years, two bond sales were held, while in others, only one was held. Data shown are for each bond sale since interest rates varied as well as actual interest savings per bond sale.	2 sales 4.74% / \$2.74 mil 4.79% / \$2.65 mil	1 sale 4.51% / \$6.29 mil	2 sales Estimate = 5.00% / NA Actual = 5.35% / \$4.31 mil and 5.21% / \$4.17 mil	5.00% NA	5.00% NA

¹ Fairfax County is rated by Moody's, S&P, and Fitch Investors Service.